

**MASTER OF MUSIC
RECITAL BOOKING FORM**

A. STUDENT INFORMATION - PLEASE PRINT CLEARLY

Student Name:	Student Number:
UM Email:	Voice/Instrument:
Date of Recital:	Time of Recital:

Note: Credit Recitals are held evenings from Monday to Saturday

B. PRE-RECITAL Date: _____ **Time:** _____

C. RECITAL	LOCATION
<input type="checkbox"/> Recital 1	<input type="checkbox"/> Eva Clare Hall - 65 Dafoe Road
<input type="checkbox"/> Recital 2	<input type="checkbox"/> Venue for Jazz students, TBD

D. OTHER RECITAL LOCATION - IF NOT LISTED ABOVE

- For Other Recital Location, permission from the Associate Dean is required.
- The student is required to provide the Eckhardt Gramatté Music Library with a recording of their Recital if it does not take place in Eva Clare Hall.

Other Location Address: _____

Approval of the Associate Dean: _____ Date: _____

E. EQUIPMENT REQUEST

Jazz Students Only – *the following will be supplied unless otherwise indicated*

- | | |
|---|--|
| <input type="checkbox"/> Digital Harpsichord | Baby Grand Piano, Guitar amp and chair, Bass amp, |
| <input type="checkbox"/> Piano | Drum kit, including carpet, 1 vocal microphone and stand, |
| <input type="checkbox"/> Staging Requirements – <i>List Instruments Involved, No. of Chairs/Stands required, etc.</i> | monitor, 1 music stand and light per musician, power for all gear, stage and background lights, minimum of 60 audience chairs. |

F. PAYMENT - \$100 Recital Fee

- \$100 fee is required, non-refundable and non-transferable. *** Email music@umanitoba.ca to check if payment is needed (fees paid but not used in 2019/2020 due to COVID-19 closures may be transferable). ***
- Booking is not confirmed until payment is received.
- Payment for the Recital Fee is to be made in person at the DFOM main office Room 319-150 Dafoe Road or online. For payment link, please email music@umanitoba.ca

Forms of payment: Cash Debit Visa MasterCard Cheque - *Payable to the University of Manitoba*

G. SIGNATURES

- I have read, understood, and agree to abide by the Master of Music Recital Policy. See policy on the back of this form.
- I agree no alcohol is permitted on University of Manitoba property.
- I agree no reception is permitted in DFOM facilities.

Student's Signature: _____ Date: _____

Major Practical Study Instructor: _____ Date: _____

MASTER OF MUSIC RECITAL POLICY

- The student, in consultation with the Advisor of Record, must have the Thesis/Practicum (Recital program) proposal approved by the Advisory Committee and on file in the Marcel A. Desautels Faculty of Music office **a minimum of two (2) months prior to the proposed Recital date.**

PRE-RECITAL HEARING

- There will be a Pre-Recital Hearing **at least one (1) month before the scheduled Recital.** The purpose of the Pre-Recital Hearing is to assess whether or not the student has attained the level of preparation necessary to meet the expected standards of the program. Normally all Advisory Committee members are required to be present at this Hearing.

Following completion of the Pre-Recital Hearing, the Committee shall take one of the following actions:

- Grant final approval to proceed with the Recital as scheduled, with no stipulations.
Or
- Grant provisional approval to proceed with the Recital as scheduled, with stipulated changes/improvements. In this case the Committee shall determine the nature of and procedures for approval of such changes/improvements that will be required prior to the granting of final approval. Final approval to proceed with the Recital must be obtained at least two (2) weeks before the proposed Recital date. The Advisor is normally responsible for ensuring that the stipulated changes/improvements are made according to the instructions from the Advisory Committee.
Or
- Decide that the student is not prepared to perform the Recital at the required level, and that it must be rescheduled. In this case another Recital date and Pre-Recital Hearing date are to be rescheduled, such dates to be decided as a result of the consultation between the student and the Advisor of Record.

In all cases the student will be verbally notified of the outcome of the Pre-Recital Hearing by the Advisory Committee as soon as possible, and in writing as soon as practical thereafter (normally within one week). Such notifications shall include the details of any stipulated changes/improvements.

CREDIT RECITAL TIMES AND FORMATS

- To book a Credit Recital date, please submit the *Masters Recital Booking Form* **to the Facilities and Events Coordinator, Sue Stone Scott** (Sue.StoneScott@umanitoba.ca) by February 18, 2022. If the Credit Recital is not booked by February 18, 2022, we cannot guarantee the preferred date requested and an additional \$25 late fee will be charged. Once booked, the Credit Recital cannot, normally, be rescheduled, unless permission of the Associate Dean is granted.
- Finalized Credit Recital programs are to be emailed to music@umanitoba.ca in Microsoft Word format **a minimum of one (1) week before the Credit Recital.** The program must follow the *Recital Program Template* provided online at <https://umanitoba.ca/music/student-experience/forms>. If the program is not received by the deadline, students will be responsible for formatting their own. NOTE: The Desautels Faculty of Music office will provide an electronic file of the Credit Recital Programs to the Advisory Committee/Examining Committee.

CREDIT RECITALS

- Monday – Saturday. No reception is allowed after these Credit Recitals.
- Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) to book the dress rehearsal. (All students may book a maximum of three (3) hours for dress rehearsal prior to a Credit Recital.
- Credit Recitals should be treated as professional engagements. Students are fully responsible for all organization. Start early! Book the venue only after confirming the date with any musicians who will be assisting you. The date may not be changed except with approval from the Associate Dean.
- Any formal booking requires a \$100 non-refundable, non-transferable Recital fee. Failure to return the room to good order, or failure to clear equipment and personal belongings immediately after the Credit Recital will result in additional charges. Contact music@umanitoba.ca for methods of payment and more information about fees. *** Email music@umanitoba.ca to check if payment is needed (fees paid but not used in 2019/2020 due to COVID-19 closures may be transferable). ***